

## Validity and Receipt of Nominations

1. The **Nomination Form** for candidate election must be received addressed to the Company Secretary, Lisa Pipito, by email on [lisa.pipito@austchamshanghai.com](mailto:lisa.pipito@austchamshanghai.com), or delivered and received by hand, at the AustCham Shanghai office by **5:00pm (China Standard Time) Tuesday 26<sup>th</sup> May, 2020.**

The Nomination form will be accepted and registered provided it is fully and appropriately filled out in ink writing with all necessary signatures and accompanied by all initially requested documents. It is the responsibility of nominated candidates and their proposers to arrange this. Before close of nominations and where time allows, incomplete applications will be returned with a request for missing information.

**Incomplete applications at final closing time will not qualify as valid for inclusion on the election slate.**

2. It is the responsibility of the Company Secretary to register nominations and confirm that candidate nominations for election have been duly received in good order or are returned to the candidate. However, where nominations are submitted close to the close of nominations, the candidate is requested to contact the Company Secretary to confirm receipt of the nomination in time. Please check promptly if you have not received confirmation of receipt of your nomination.
3. Those proposing, seconding or being nominated must be employed by an AustCham Shanghai Voting Member in good standing and must be the Voting Member Representative of their employer company.

In good standing means a fully paid up corporate or platinum corporate member or, if there are any monies outstanding, they must be less than one month overdue. This consideration must be made for the date of the AGM, the election period and when registering a nomination.

4. Those nominated as candidates to stand for election may be requested by AustCham Shanghai to provide further identification documents or other information relating to any matters outlined above as relevant to the election of AustCham Shanghai Board Directors.

Further details regarding the Nominations and Elections Process are available on the website ([www.austchamshanghai.com](http://www.austchamshanghai.com)), in the Members' Charter and its schedules.